

DEPARTMENT: Environmental Services

REPORTS TO: Deputy Director, Environmental Services

SUPERVISES: Sr. Development Engineering Specialist, Development Engineering Specialist

DEFINITION:

Manages the City of Gresham's Development Engineering program within the Environmental Services Department, which is responsible for public facility review/approval, construction coordination and acceptance of all privately financed public improvements. The primary focus of this position is to provide leadership, direction and motivation to the Development Engineering staff to ensure professional, consistent, timely and effective customer service through the public facility review process.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Plans, directs, organizes and implements the goals, strategies, programs and activities of the program; plans, and oversees the engineering review of private development applications for adequate public facilities.

Ensures methods, procedures and standards relative to the development process are consistent with customer needs and adopted community development plans and public works standards.

Manages and coordinates activities of staff; plans and organizes workloads and staff assignments. Conducts performance evaluations and initiates and implements disciplinary actions as warranted. Resolves grievances and other personnel matters. Provides or "provides for" technical training and motivation to make full use of individual capabilities.

Develops short and long term planning for program; determines priorities for system improvements; develops annual budget projections. Develops, administers and reviews the division's operating budget to assure progress towards and compliance with divisional goals.

Meets with developers and planners concerning future private development in the City; explains City's engineering requirements; compliance review process; plans approval; signature to plats.

Develops and maintains professional working relationships with City staff, governmental agencies, private developers and consultants, neighborhood and other citizens groups to develop strategies, plan activities, coordinate efforts and resolve issues and problems.

Reviews compliance criteria for the design and construction of streets, sanitary sewers, water, and storm drainage systems; reviews specifications, analyzes bids, and issues Notice to Proceed

for construction projects; inspects projects and ensures compliance; authorizes takedown against performance guarantees.

Reviews and approves plans and specifications; prepares correspondence; provides engineering assistance to other City departments and other governmental agencies, as needed.

Responds to citizen complaints, inquiries and requests for information regarding divisional activities, plans and programs.

Serves as departmental/divisional representative to Council, Planning Commission and other committees regarding divisional issues.

OTHER JOB FUNCTIONS:

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment with occasional field work where employees are exposed to heavy construction equipment, traffic, noise and varying weather conditions.

QUALIFICATIONS:

Knowledge of:

- Advanced engineering and construction principles, practices, methods, techniques, materials and equipment related to privately financed public works projects.
- Federal, state and local laws, rules, regulations and standards related to the privately financed public works construction projects.
- City's CIP and City Masterplan; City's open space acquisition program.
- Computer applications and uses for engineering and project management activities.
- Effective managerial and supervisory methods and techniques.

Ability to:

- Manage review of engineering projects effectively.
- Administer construction and engineering contracts effectively, assuring compliance with all standards and provisions.
- Develop and manage division budgets.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate professional and technical employees.
- Prepare clear and precise reports of a technical and administrative nature.
- Provide technical support and training in the uses of computers and software applications.

- Establish and maintain effective working relationships with other employees, representatives of other governmental agencies, contractors, developers and the public.
- Effectively represent the City's interests on development applications regarding public works facilities and compliance with adopted city codes and public works standards.
- Communicate complex issues effectively, both orally and in writing.
- Physical ability to perform the essential functions of the job.

Education and Experience: Any equivalent combination of education and experience, which provides the applicant with the knowledge, skills, and abilities, required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree in civil engineering, planning or business administration and five to seven years of progressively responsible experience related to engineering design, public and private facilities development and construction, land development and planning and development engineering.

Licenses, Certificates, and Other Requirements:

Valid driver's license

Professional Engineers License (issued by Oregon Board of Engineering Examiners) preferred, but not necessary.